

AMERICAN EMBASSY YAOUNDÉ
Avenue Rosa Parks
BP 817, YAOUNDÉ

REQUEST FOR TRANSPORTATION SERVICES
Tender 19CM80/2021

A. Requirements

1. Transportation Services Providers (TSPs) should provide the most favorable rates, valid for the period of January 01 to December 31, 2021, for the services and ports listed in the attached spreadsheet. Use this spreadsheet to enter your quotes, as it will be used in our evaluation.
2. All shipments shall be consigned to an American Embassy or Consulate, and not to an agent, except those shipments bound for the United States or those with explicit written instructions from Embassy Yaoundé.
3. EMBASSY YAOUNDÉ will direct TSP via email to pick up shipments at the embassy site. No shipments shall be picked up prior to EMBASSY YAOUNDÉ's notification. EMBASSY YAOUNDÉ's instructions regarding consolidation into containerloads and issuance of Bills of Lading provided to the TSP shall be strictly adhered to. All booking instructions will be explained in the work order including details on the items to be shipped.
4. For all outbound shipments, EMBASSY YAOUNDÉ needs a "booking confirmation" via EMAIL showing the vessel's name, ETD, ETA, and agreed freight rate and surcharges, as soon as the booking is made with the ocean carrier not to exceed 5 (five) business days. Any extra charges to handle a shipment, (i.e. difference of measurements, special equipment, different routing, etc.) must be approved in advance by EMBASSY YAOUNDÉ. **The booking confirmation must show the FM number (freight movement number), as well as the shipment numbers contained in the booking. The TSP must notify EMBASSY YAOUNDÉ immediately of any changes to the shipment from the original work order for approval of the modification and reissuance of the work order.**
5. The TSP must notify EMBASSY YAOUNDÉ immediately of any delays, changes, or short shipments via email.
6. The TSP is responsible for preparing all export customs documentation from EMBASSY YAOUNDÉ's from origin to destination as per EMBASSY YAOUNDÉ's work order instructions. Value declarations, if necessary, will be provided by EMBASSY YAOUNDÉ as needed.
7. No shipment may be carried by a flag vessel or transit any ports or be handled in any way by subcontractors of the countries of Cuba, Iran, Iraq, Libya, and/or North Korea. US Flag carriers must be used when available.
8. For the destinations in the United States, please quote rates on American Flag carriers only.

9. For through bill of lading shipments to landlocked destinations, please quote only those carriers who can provide services for the inland leg.

10. Please indicate on the rate sheet whether the selected carrier offers direct sailings or sailings in transshipment. We will assign priority to direct sailings versus transshipment sailings. The transit time and sailing frequency will also be considered in the final determination of the carrier for a shipping lane.

B. Documentation

For inbound and outbound shipments, a **Telex release** or **waybill** is preferred over an original bill of lading to allow for electronic transmission of documents. All original documents required by the consignee (waivers, cargo tracking notes, etc.) must be mailed by the TSP using an international courier service (i.e. DHL, Fedex) immediately upon receipt from the ocean carrier or its agent. EMBASSY YAOUNDÉ can provide mailing addresses and points of contact if necessary.

All bill of lading documents (express and originals) must be emailed to the following address and format:

To: YaoundeGsoShippingExpeditingDL@state.gov

Subject: Bill of lading – FM#xxxxxxx – Shipment number(s) in the FM# *

**Include all shipment numbers if referencing more than one*

EMBASSY YAOUNDÉ will provide the correct email addresses of the consignees after awarding the lanes.

C. Liability

The TSP liability for loss, damage, or destruction is as follows:

For household effects and government owned supplies: The TSP must offer full replacement* or repair value for damaged or lost items. In cases of a total loss a base value of \$8.50 USD per pound of the shipment's net weight. *Full replacement cost is calculated as the cost of a **new** item which is identical or materially similar to the original item. The TSP's maximum liability to the Government shall be \$153,000 USD per shipment.

For vehicles: The TSP must offer full replacement* or repair value for damaged or lost vehicles, not to exceed the current value of the vehicle based on the values published in the car-buying and selling references (commonly referred to as 'Blue Book' or 'Kelley Blue Book' value) for the vehicle in the month of occurrence of the loss/damage.

In all cases, 'shipment' is defined as all freight included under a single shipment number.

General Rate Increase (GRI) during the tender period is not permitted.

D. Insurance

All shipments (inbound and outbound) transported under this tender must carry valid insurance. A copy of the insurance certificate must be provided. The insurance must cover the shipment from first loading to delivery at the final destination. The TSP is fully responsible for damage or loss until the shipment is discharged to EMBASSY YAOUNDÉ.

E. Billing

1. Weights and measurements provided by EMBASSY YAOUNDÉ are official and charges can only be applied against those figures. The only exception to this rule is Full Container Rates.
2. Invoicing: Invoices shall be submitted in pdf format via email to the Financial Management Office at- YaoundeInvoices@state.gov. The invoice must include the following elements:
 - Work order number
 - FM number
 - Shipment number(s)
 - Destination
 - Cubic measurement
 - Weight/volume ratio
 - Chargeable weight
 - Vendor invoice number
 - Purchase order/contract number
 - Date issued
 - Brief description of services provided
 - Quantities, unit and total price

Invoices must be signed by the approving authority. Banking details should be included if for new vendors or if your account details have changed.

Only 1 (one) invoice per work order number will be accepted. It is important to invoice by work order/FM number.

For container loads with multiple EMBASSY YAOUNDÉ file numbers, please attach a copy of the bill of lading and any rider(s) of the bill of lading to the invoice.

Invoices must be submitted no later than one month after departure date of the shipment.

F. Qualified Offers

1. The offeror may submit additional quotes for the same destination.
2. Only TSPs who can fully comply with the above instructions should submit their offers for consideration. Quotes will only be considered if the attached spreadsheet is used.
3. **Rates must be all inclusive – GATE IN / ALL IN with a floating BAF and CAF.** The Excel spreadsheet model must be strictly followed.

4. Rates are to be returned to EMBASSY YAOUNDÉ via e-mail to YaoundeGsoProcurementDL@state.gov no later than 12.30PM Friday December 18, 2020.
5. EMBASSY YAOUNDÉ reserves the right to reject any or all quotes.
6. Ensure all rates provided are up to the locations indicated on the attached spreadsheet, even though this location may not be a seaport. Any additional services will be considered as extra charges and should be approved by EMBASSY YAOUNDÉ in advance. If necessary, these additional services will be requested on a case by case basis.
7. Quotes will be accepted on any of the line items and/or number of destinations.

Thank you for your reply.

Sincerely,

Jason Rubin

CONTRACTING OFFICER
AMERICAN EMBASSY YAOUNDÉ

To: Jason Rubin, Contracting Officer

From: _____
(Name of Company Submitting Quotation)

Subject: Transportation tender rates for the Period of January 01, 2021
through December 31, 2021

1. The undersigned has read, understands, and agrees to implement the requirements and conditions of surface transport contained in this Request For Ocean Freight Services.
2. The undersigned further understands that failure to comply with any or all requirements could be cause for EMBASSY YAOUNDÉ to discontinue the use of my company's services to the affected destination(s).
3. The undersigned understands that repeated infractions may result in exclusion from participation in future requests for quotations.

Signature/Title

Date

Typed Name/Title

Company Name